



Mailing Address

P.O. Box 277
Dauphin, PA 17018

Office Address

10 Elizabeth Avenue
Dauphin PA, 17018

Phone: 717-921-8128

Fax 717-474-8146

Middle Paxton Township

BOARD OF SUPERVISORS

MONTHLY BUSINESS MEETING MINUTES

December 1, 2025

Call to Order

The December 1, 2025, monthly business meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:00 PM by Supervisor and Vice Chairman Wilbur Evans in the township meeting room. Also present were Supervisor and Treasurer Larry Cooney; Supervisor Ryan Evans; Supervisor Mike Sudia; Township Manager, Secretary, and Assistant Treasurer Julie Ann Seeds; Jacob Hoffman, Township Engineer, with Herbert, Roland & Grubic, Inc. (HRG), and Brett Flower, Township Solicitor, with Eckert, Seamans, Cherin & Mellot LLC. Supervisor Jeffery Smith was absent.

Pledge of Allegiance

The meeting was opened with the Pledge of Allegiance.

Public Comments

Supervisor Wilbur Evans invited comments from those in attendance concerning matters of general or individual concern in the township not listed on the meeting agenda. No comments were presented.

Approval of Minutes

Motion by Supervisor Cooney to approve the minutes from the November 3, 2025, monthly business meeting. Seconded by Supervisor Sudia. *Motion passed unanimously.*

Treasurer's Report/Monthly Financial Statement

The November monthly Treasurer's Report showed the total of the *PLGIT Prime* State Account (Liquid Fuels Fund) \$169,850.77; *Mid Penn Bank* Fire Hydrant Account \$13,011.18; *Mid Penn Bank* Escrow Account \$403,230.55; *PLGIT Prime & Term* Fire Company Vehicle Replacement Fund \$405,567.49; *PLGIT Prime* DCIB-G Fund \$760,534.76; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec) \$619,301.96 *PLGIT Prime & Class Term* Reserve Account (Capital & Sewer) \$643,555.54; *PLGIT Prime* Public Safety Account \$467,210.44; *Mid Penn Bank* General Operating Account \$253,257.00; and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$43,890.49; to be **\$3,779,410.18** as of November 30, 2025.

Motion by Supervisor Ryan Evans to accept the November 2025 Treasurer's Report as presented, and to file the report for audit, was seconded by Supervisor Cooney. *Motion passed unanimously.*

Agenda Items

Cable Franchise Renewal - Ordinance 2025-01 – Ordinance of Middle Paxton Township Authorizing Execution of a Cable Franchise Agreement Between the Township and Comcast of Southeast Pennsylvania, LLC.

Motion by Supervisor Sudia to adopt Ordinance 2025-01, Authorizing Execution of a Cable Franchise Agreement Between the Township and Comcast of Southeast Pennsylvania, LLC, was seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Akens Engineering Associates, Inc.- Time Extension for Final Minor Subdivision Plan for Harrisburg Postal Employee Gun Club.

A November 14, 2025, written time extension letter was reviewed as submitted by Akens Engineering Associates for the Harrisburg Postal Employee Gun Club. The time extension is until April 6, 2026, the Supervisor's regular business meeting.

Motion Supervisor Sudia to recognize the time extension for the Final Minor Subdivision Plan for Harrisburg Postal Employee Gun Club, until April 6, 2026 was seconded by Supervisor Cooney. *Motion passed unanimously.*

Final Subdivision Plan for 311 Speece Lane

Motion by Supervisor Wilbur Evans to re-approve the Subdivision Plan for 311 Speece Lane – James R., Robert W., and Stephen Speece 250 Speece Lane. Approved initially on October 3, 2022, and was re-approved on May 5, 2025, was seconded by Supervisor Cooney. *Motion passed unanimously.*

Burget & Associates - Final Minor Subdivision Plan over lands of Anita L. Gonsar and Anita L. Miller and Stephen J. Miller

Ben Kirk with Burget & Associates, Inc., was in attendance to present the Preliminary/Final Subdivision over lands of Anita L. Gonsar and Anita Miller &

Stephen Miller, dated April 17, 2025, and last revised November 11, 2025. Mr. Kirk outlined the purpose of the plan is to reconfigure four (4) existing tracts by creating lot additions to adjoining lands, including a portion of an unopened alley to create two (2) residential building lots, each containing an existing dwelling, and reported that the portion of the unopened alley was legally vacated and recorded in the Dauphin County Courthouse.

Jake Hoffman, Township Engineer, with H.R.G., INC., reviewed his comment letter #3 dated November 25, 2025, listing the waiver request and comments. The remaining comment addressed a shed, owned by a neighboring property owner, with encroachment/setback issues. A note was added to the plan addressing the shed, and the matter will be discussed with the Township's zoning/codes enforcement officer.

Motion by Supervisor Sudia to approve the following Waiver: Sheet size (SALDO section 307), was seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Motion by Supervisor Ryan Evans to approve the plan itself, contingent upon all H.R.G. Engineering comments in the Review Letter #3, dated November 25, 2025, and the Dauphin County Planning Commission Comment Review Report dated May 1, 2025, was seconded by Supervisor Sudia. *Motion passed unanimously.*

Township Building Security Project Upgrades

Motion by Supervisor Sudia to approve the final Application for Payment #4 from WSL Incorporated for the Township Security Upgrade Project in the amount of \$8,348.51 was seconded by Supervisor Cooney. *Motion passed unanimously.*

Request for Stormwater Escrow Release – Devon Zehr – Gap View Road

Motion by Supervisor Cooney to approve the release of the Stormwater Escrow for Devon Zehr, in the amount of \$3,850.00, per the recommendation letter from Jacob Hoffman with HRG, Inc., dated November 25, 2025, was seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Fishing Creek Community Center – Quote to Replace Window Blinds

Motion by Supervisor Cooney to approve the quote from Budget Blinds, in the amount of \$3,335.00, to replace the window blinds at the Fishing Community Center, was seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Review of Draft Solicitation Ordinance

The Township Solicitor, Brett Flower, Esq., provided a draft Solicitation Ordinance for the Supervisors to review for discussion at a future Board meeting.

Stoney Creek Drive Culvert Pipes and Inlet Replacement Project Revised Payment #2

Motion by Supervisor Sudia to approve the revised payment #2 for the Stoney Creek Drive Culvert Pipes and Inlet Replacement Project in the amount of \$70,580.07, was seconded by Supervisor Cooney. *Motion passed unanimously.*

Reports

Township Engineer - Herbert, Roland & Grubic, Inc. (HRG)

A written engineering report dated November 26, 2025, highlights work performed by HRG, Inc., which includes that the Potato Valley Road Improvement Project is out to bid on PennBID, with bids due on December 4, 2025.

Light-Heigel & Associates

A written report for the November 2025 activity was presented, summarizing several key items and various road projects. Supervisor Wilbur Evans requested that Manager Seeds be contacted with any questions from the Board regarding items listed in the reports.

Public Works – Road Foreman Jeff Warfel

A written activity report, dated December 1, 2025, covering November 2025 activities and outlining the work scheduled for December 2025, was presented. Additionally, an updated Operator's Daily Report was also submitted. Supervisor Wilbur Evans requested that Manager Seeds be contacted with any Board questions regarding items listed in the reports.

Zoning & Codes Enforcement – Light-Heigle & Associates

A written Building-Zoning-Code Enforcement Activity Report for November 2025 was presented. Supervisor Wilbur Evans requested that Manager Seeds be presented with any Board questions regarding the items listed in the report.

Emergency Management Coordinator (E.M.C)– Mike McKenna

No report was submitted.

Sewage Enforcement Officer – Brian S. McFeaters

A written activity report for the month of November was presented. Supervisor Wilbur Evans requested that Manager Seeds be contacted with any questions from the Board pertaining to items listed in the report.

Rachel Sweeney, Administrative Assistant, submitted a written update for the OLDS Program (Sewage Management Program) report. In Zone #2, 93 out of the 164 properties have been received. A few systems need repair, and the property owners are working with the Township's SEO to obtain the necessary permits and inspections. Final reminder letters were previously sent to property owners in Zone #2, and letters to property owners in Zone #3 will be sent in the middle of December.

Township Manager – Julie Ann Seeds

Manager Seeds presented a written activity report. She highlighted several items, including three (3) Zoning Hearings scheduled this month. The 2026 Budget was revised per the Board members' discussion at the November Board meeting. The 2026 Budget has been advertised and is expected to be adopted at the December 16, 2025, Special Workshop Meeting.

Committees/Organizations

- *Dauphin-Middle Paxton Joint Park Authority* – No meeting held in November. The next meeting is January 26, 2026.
- *Capital Region Council of Governments (CapCOG)* – Supervisor Evans and Manager Seeds attended the November 17, 2025, meeting. Ms. Seeds reported that Lindsey Grier, Regional Planner at Tri-County Regional Planning Commission, provided information on two ongoing surveys and how to participate. CapCOG held a Public Works roundtable on October 28, 2025, which was very well attended. The next CapCOG meeting is the annual dinner meeting on January 19, 2026.

Dauphin-Middle Paxton Fire Company Oversight Committee – Supervisor Ryan Evans summarized a brief report and presented the minutes and financial documents from the meeting and reported that discussions were held between the Oversight Committee. In addition, the Fire Company's grant writer is looking into all grant opportunities for a new fire truck. Bingo will be held every other Thursday until April 2026.

- *Dauphin County Tax Collection Committee (DCTCC)* – Manager Seeds reported the Committee met on November 19, 2025. Joe Lazzaro with Keystone Collections reported that "2025 so far is the best year to date for the collection of Earned Income Tax (EIT). At the end of the 3rd quarter this year, EIT is up 3.2 percent. That's an increase of over 4.2 million in '25 over '24, for Dauphin County." The next meeting is scheduled for January 21, 2026, which is the annual reorganizational meeting.

Review/Approval of Bills

Motion by Supervisor Sudia to pay all vendor bills listed for the December meeting and to authorize payment of all recurring monthly expenses upon receipt to avoid late-charge penalties was seconded by Supervisor Cooney. *Motion passed unanimously.*

Informational Items/Letters/Emails Received

Manager Seeds reported that a letter was received by the United States Department of the Interior, stating that the National Park Service is contemplating a land exchange for certain lands in Middle Paxton Township and Cumberland County. The land in Middle Paxton Township is a 161.97+/-, acre parcel owned by the Central Pennsylvania Conservancy along the Appalachian Trail.

Board Member Comments/Announcements

Supervisor Wilbur Evans announced that the Board of Supervisors held an Executive Session on November 11, 2025, and another was held this evening, prior to the regular business meeting. Both meetings were to discuss legal and personnel matters.

Adjournment

There being no further business, the meeting was adjourned at 7:50 PM upon motion by Supervisor Sudia, seconded by Supervisor Cooney. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

Julie Ann Seeds, Secretary